



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
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NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:
NAVPHIBASELCREEK/
REGPUBSAFETYINST 1040.2
N00C
7 MAR 2002

NAVPHIBASELCREEK/REGPUBSAFETY INSTRUCTION 1040.2

Subj: CAREER INFORMATION AND PERSONNEL RETENTION PROGRAM

Ref: (a) CINCLANTFLTINST 1040.1
(b) NAVPERS 15878H, Retention Team Manual

Encl: (1) Reenlistment Procedures and Benefits

1. Program. To provide policy and administrative guidance for the management of, and reporting requirements for, the Enlisted Career Information Programs for personnel assigned to Naval Amphibious Base Little Creek/Regional Public Safety (NAVPHIBASELCREEK/REGPUBSAFETY).

2. Discussion. Retention is the by-product of our direct or indirect impact upon our personnel. Sustaining a strong, streamlined Navy requires the retention of the most qualified people in sufficient numbers to meet manpower requirements. A Command Career Information Program executed under the Career Information Program Management (CIPM) concept delineated in references (a) and (b) shall provide total quality personnel management and assist in establishing a command climate conducive to high retention. The Command Career Counselor (CCC) shall monitor the effectiveness of and evaluate the need for changes in personnel related programs. The key element to a successful Career Information Program is active involvement by the entire chain of command. Enclosure (1) is provided to aid in preparing reenlistments and illustrates the benefits given to personnel who reenlist.

3. Responsibilities of the Command Retention Team

a. The Commanding Officer/Program Manager is the senior Career Counselor onboard and is ultimately responsible for establishing the Career Information Program using CIPM principles.

b. The Executive Officer shall:

(1) Publish and enforce the Commanding Officer/Program Manager's Career Information Program policies.

(2) Monitor the CIPM system.

(3) Ensure the Sailor-to-Division Counselor ratio does not exceed the required 30 to 1.

(4) Ensure all personnel attend Career Information Training Course (CITC) during indoctrination.

(5) Ensure command Career Information Team meetings are conducted at least quarterly, but preferably monthly.

(6) Establish and maintain an Officer Retention Program as discussed in reference (b).

c. The Command Career Counselor shall:

(1) Represent the Commanding Officer/Program Manager as the Career Information Program Manager and conduct the Career Information Program in compliance with this instruction and the guidelines in references (a) and (b).

(2) Provide the Commanding Officer/Program Manager with a monthly written report of retention related activities.

(3) Keep the Commanding Officer/Program Manager informed of situations having a positive or negative impact on retention efforts, making recommendations as appropriate.

(4) Maintain an electronic tickler system with CIPM computer software to ensure all personnel receive required interviews on time.

(5) Train, support, and update the chain of command and the Retention Team.

d. The Command Master Chief shall:

(1) Be knowledgeable of retention programs and policies and support command Career Information/Personnel programs, emphasizing chain of command involvement under the CIPM concept.

(2) Assist the CCC as needed.

(3) Be aware of, and actively participate in, retention objectives.

(4) Keep the CCC informed of any matters or policies that arise from special conferences and seminars that may affect retention.

(5) Chair boards which deal with personnel issues (e.g., the Career Development Board and Sailor of the Quarter/Year, etc.).

e. Department Heads/Directors/Storefront Managers shall:

(1) Oversee the Career Information Program within their respective department/directorate/storefront.

(2) Ensure Department/Storefront Career Counselors attend Retention Team meetings/training.

(3) Become actively involved in personnel retention efforts.

f. Department/Storefront Career Counselors shall:

(1) Coordinate department/storefront Career Information Program efforts and keep the Department Head/Storefront Manager and CCC informed of ongoing activities.

(2) Conduct personnel interviews and arrange for further counseling by the CCC, if required.

(3) Ensure assigned personnel submit Duty Preferences on BUPERS Access during the reporting interview.

(4) Attend all Retention Team meetings/training.

g. The Administrative Officer shall furnish the CCC with current copies of all applicable command Enlisted Distribution and Verification Reports, along with a command alphabetical roster.

4. Organization/Personnel Qualifications. To maximize the value of the retention program, the following standards are established:

a. Command Career Counselor

(1) Be a Navy Career Counselor or possess a secondary NEC 9588.

(2) Be thoroughly familiar with and adhere to reference (a).

b. Department/Storefront Career Counselor

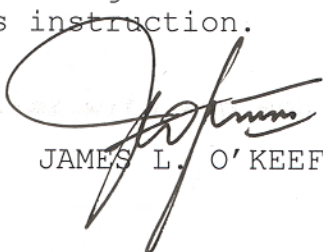
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(1) Attend the three-day Career Information Training Course.

(2) Have at least 12 months remaining on tour upon initial designation as a Department/Storefront Career Counselor.

(3) Must be a Second Class Petty Officer or above on second or subsequent tour of enlistment.

5. Action. All personnel play a vital role in supporting the Career Information and Retention Program as set forth in references (a) and (b) and this instruction.



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Distribution:

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List: IA and IB - Case B

REENLISTMENT PROCEDURES AND BENEFITS

1. Purpose. The retention of quality Sailors is a vital objective of the Navy and this command. This instruction is established to standardize incentives, demonstrate this command's concern for those who reenlist, and to ensure each Sailor is afforded the courtesy and dignity of a proper reenlistment ceremony. A meaningful and memorable reenlistment ceremony is a hallmark throughout Naval history.

2. Responsibilities

a. Member shall:

(1) Submit reenlistment request chit through the chain of command to reach servicing Personnel Support Detachment (PSD) at least 30 days prior to desired reenlistment date.

(a) Personnel who are not entitled to Selective Reenlistment Bonus (SRB) should reenlist at least 30 days prior to their EAOS to ensure there is no interruption in their pay.

(b) Personnel reenlisting for the benefits of SRB should submit their request at least 75 days prior to reenlistment to ensure prompt payment of SRB.

(2) Complete Reenlistment Interview Sheet.

(3) Complete the Reenlistment Worksheet.

(4) Complete Medical/Dental examination endorsement.

(5) Review reenlistment contract and sign applicable page 13's when notified by the CCC.

b. Department/Storefront Career Counselor shall:

(1) Pre-screen member's eligibility, required forms, and route through the chain of command. Ensure the reenlistment date allows sufficient time for the request to complete the chain of command routing and is within the allotted time frame as specified above.

(2) Notify the CCC immediately of problems that may hinder the reenlistment or that cannot be corrected within the department/storefront.

(3) Attend the reenlistment ceremony and provide photographic coverage using the CCC's camera.

c. Command Career Counselor shall:

(1) Screen required forms for eligibility and accuracy prior to forwarding it to the Executive Officer and Commanding Officer. After the Commanding Officer's approval, forward to respective PSD.

(2) Compute SRB for those members who are entitled and submit Source Data System entry through the Officer Personnel Information System.

(3) Prepare certificates and special liberty coupon for presentation at the reenlistment ceremony.

(4) Attend the reenlistment ceremony.

d. Commanding Officer/Program Manager, Executive Officer, and Command Master Chief shall:

(1) Make appropriate presentations at the reenlistment ceremony.

(2) Attend the reenlistment ceremony when feasible.

3. Command Reenlistment Incentives

a. The Department/Storefront Career Counselor shall photograph the reenlistment ceremony.

b. The following items shall be presented at the reenlistment ceremony:

(1) Discharge Certificate.

(2) Reenlistment Certificate.

(3) Spouse Appreciation Certificate (if married).

(4) Four-day special liberty pass.

(5) Plaque.

(6) Ballpoint pen for use when signing contract.

(7) Reenlistment cake provided by CCC (reimbursed by MWR funds).

(8) MWR coupon book.

(9) Letter from the Commanding Officer/Program Manager.